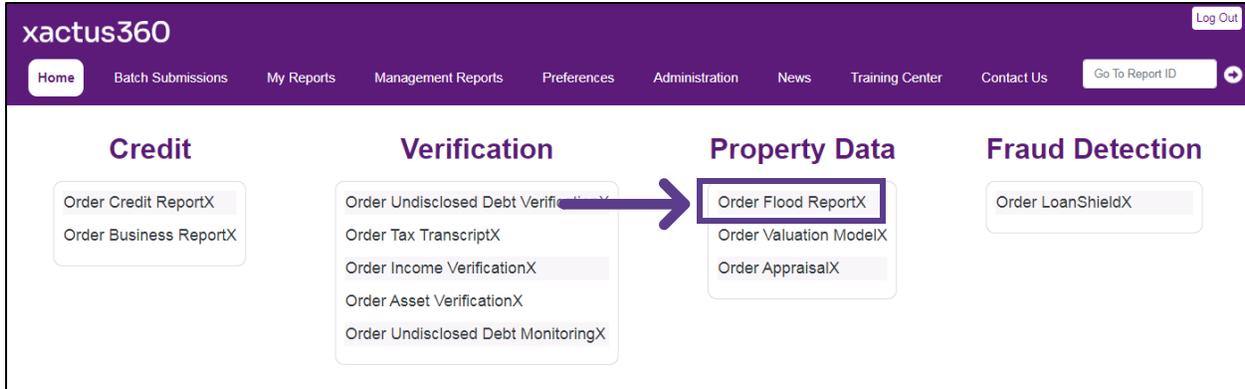
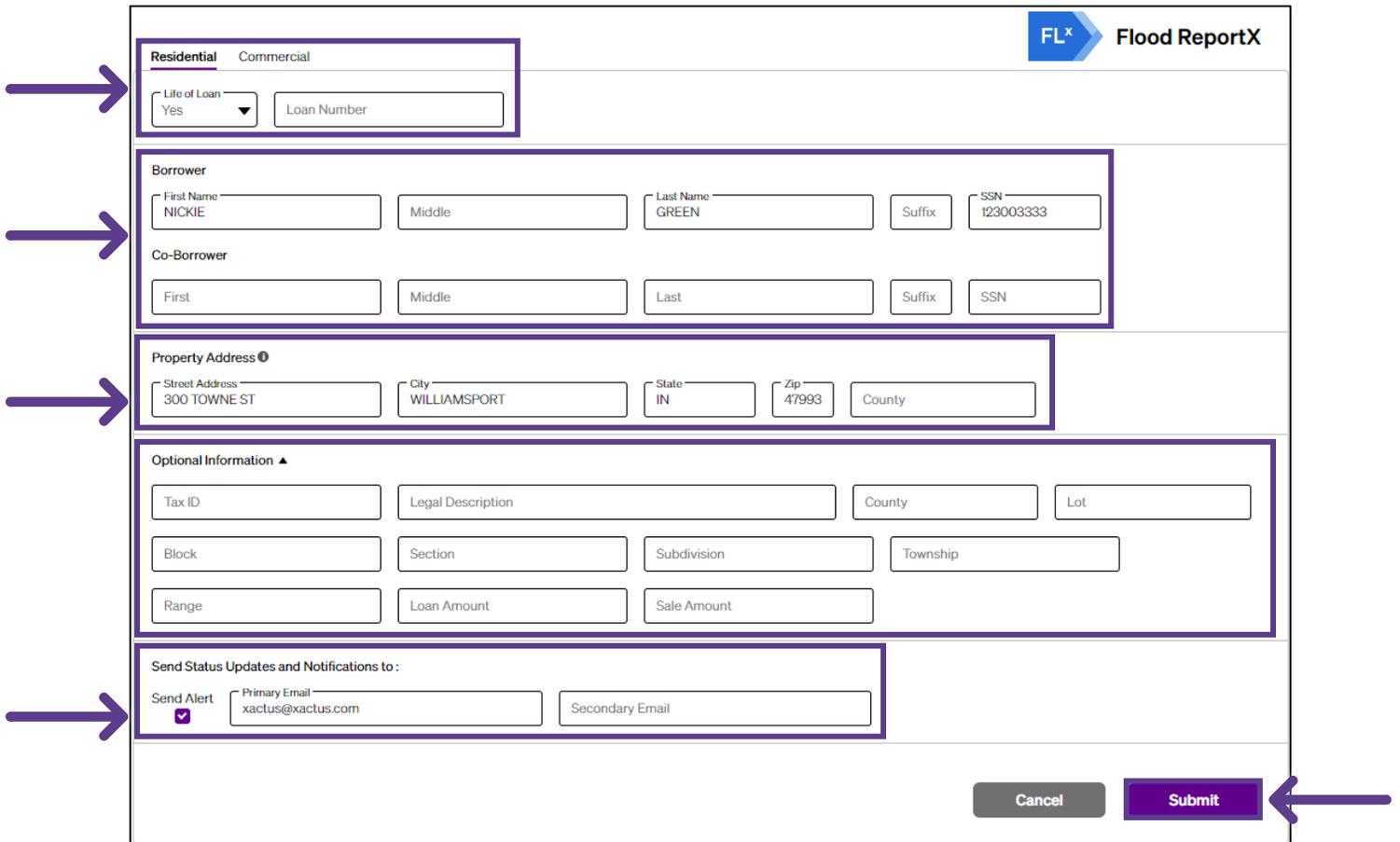


1. Start by logging into Xactus360 and from the home page, click Flood ReportX.



The screenshot shows the Xactus360 home page. The navigation bar includes 'Home', 'Batch Submissions', 'My Reports', 'Management Reports', 'Preferences', 'Administration', 'News', 'Training Center', 'Contact Us', and a 'Go To Report ID' search box. The main content area is divided into four sections: 'Credit', 'Verification', 'Property Data', and 'Fraud Detection'. Under 'Property Data', the 'Order Flood ReportX' button is highlighted with a purple box and an arrow pointing to it from the 'Verification' section.

2. Choose whether this is a Residential or Commercial flood report, then select to add Life of Loan or not. Input the borrower information as well as the Property Address. A co-borrower can be added as well. If you have additional information to submit with the order, enter it in the Optional Information fields. Also, ensure the correct email address is listed for the alert and select if an alert should be sent. When complete, click Submit.



The screenshot shows the 'Flood ReportX' form. The form is titled 'FLX Flood ReportX' and has a 'Residential' tab selected. The form is divided into several sections, each highlighted with a purple box and an arrow pointing to it from the left:

- Life of Loan:** A dropdown menu set to 'Yes' and a 'Loan Number' input field.
- Borrower:** Fields for First Name (NICKIE), Middle, Last Name (GREEN), Suffix, and SSN (123003333).
- Co-Borrower:** Fields for First, Middle, Last, Suffix, and SSN.
- Property Address:** Fields for Street Address (300 TOWNE ST), City (WILLIAMSPORT), State (IN), Zip (47993), and County.
- Optional Information:** Fields for Tax ID, Legal Description, County, Lot, Block, Section, Subdivision, Township, Range, Loan Amount, and Sale Amount.
- Send Status Updates and Notifications to:** A checkbox for 'Send Alert' (checked) and input fields for Primary Email (xactus@xactus.com) and Secondary Email.

At the bottom right of the form, there are 'Cancel' and 'Submit' buttons. A purple arrow points to the 'Submit' button.

3. This can also be requested from the applicant screen on the left-hand side.



PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.